

CITY OF MILWAUKEE
ACCRUED TIME OFF DONOR PROGRAM

Common Council File No. 932015 and Section 350-45 established an **Accrued Time Off Donor Program** to enable the City of Milwaukee employees, who have exhausted all paid leave. An eligible employee may receive donations of accrued time off not to exceed 2080 hours per illness from any qualified City of Milwaukee employee who has elected to donate accrued time off to an employee (recipient) or to an employee on behalf of an immediate family member.

Employees shall be permitted to donate whole-hour increments of accrued vacation hours, compensatory hours, and/or personal days to a designated employee who has exhausted all accrued time off, including sick leave, because he or she is suffering from a terminal illness or major catastrophic illness or an immediate family member is suffering from a terminal illness or major catastrophic illness certified by a physician. Employees shall not be permitted to donate sick leave hours or any other accrued time off not specified within this report.

EMPLOYEES REQUESTING DONATION OF TIME

1. Employees qualified to receive donations of time must complete an Application for Accrued Time Off Donor Program, which is available from the Department of Employee Relations.
2. The employee or his/her authorized agent is responsible for completing the application and obtaining a physician's statement certifying that the employee or the employee's immediate family member meets the program's medical requirements. The completed application and the physician's statement are to be returned to the City of Milwaukee, Department of Employee Relations, Attention: Katrina Whittle, 200 East Wells Street, Room 706, Milwaukee, WI. 53202.
3. No determination regarding eligibility to receive donated time shall be made until the Director of Employee Relations has received the requested documentation that the employee has exhausted all of his or her accrued time off and a completed application and a physician's statement certifying that the employee or the employee's immediate family member is suffering from a terminal or major catastrophic illness. The decision of the Department of Employee Relations with respect to eligibility shall be final.

4. The City of Milwaukee reserves the right to require the employee to obtain at his or her own expense, if not covered or authorized by the employee's group insurance carrier. A second opinion from a physician of the employee's selection as to the nature of the physician's diagnosis and prognosis contained in the physician's statement.
5. Employees eligible to participate in the program and receive donations of time will be notified by the Department of Employee Relations.
6. Donations of time will be credited to a special account established by the City of Milwaukee for the purpose of the accrued time off donor program. In the event that the employee does not utilize the entire donation, any remaining time/balance shall revert to the City of Milwaukee. Donated time may only be used to cover absences during the period that this policy is in effect. However, any employee previously approved for the program prior to an expiration date shall be allowed to utilize this program for the maximum permissible number of hours (2080) if such hours become available. Pay code **943** must be used on the time entry for usage of the donated time.
7. Employees receiving donations of time may request, in writing, to be notified of the names of employees who donate time.
8. Payments received under this program are considered other income and under the IRS guidelines, also to be included in the employee's W-2 reporting. Employees are reminded to review their income tax withholdings and adjust them if necessary.
9. Employee recipient balances in any accrued time off donor program in existence prior to passage of this ordinance shall transfer to the new program.